

Administrative Committee



Regular Meeting ~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208-883-7015

**Monday
November 8, 2021**

4:00 PM

**Council Chambers
206 E. Third St.**

The Moscow Mayor, City Council and Staff welcome you to today's meeting. This meeting is open to the public, however attendees in City Hall are required to practice physical distancing, or wear a face covering when physical distancing is not possible. Attendees are also subject to protocols established by Governor Little's Stay Healthy Guidelines of the Idaho Rebounds Plan. If you do not have a mask, a disposable mask will be provided. We appreciate and encourage public participation. For regular agenda items, an opportunity for public comment is sometimes provided after the staff report. However, the formality of procedures varies with the purpose and subject of the agenda item and limitations may be placed on the time allowed for comments. If you plan to address the Committee, you will find a list of "Tips for Addressing the Council" in the door pocket outside the City Council Chambers. Citizens wishing to comment on business on the agenda are encouraged to communicate with the Mayor and City Council by phone or email (council@ci.moscow.id.us) in order to respect social distancing protocol. Please note that Committee meetings are televised, videotaped and/or recorded. Links to view the Committee meeting live can be found on the City website, YouTube, Facebook and Spectrum Cable 1301. Thank you for your interest in City government.

REGULAR AGENDA

1. Approval of Administrative Committee October 25, 2021 Minutes (ACTION ITEM) - Taylor Riedner

2. Consideration of the Moscow Heritage Tree Program (ACTION ITEM) - David Schott

Moscow is justly proud of its beautiful tree-lined streets, particularly in older historic neighborhoods, and works to create the same quality of urban forest in new areas of the City as they develop. To highlight our City's investment in trees, the Moscow Tree Commission has proposed creating a Moscow Heritage Tree Program to inspire and educate our community about our urban forest. A Heritage Tree is one that is notable for its large size, age, health or form, or is uncommon in Moscow. It may also be a tree with an interesting story or connection to Moscow's history. Once designated as a Moscow Heritage Tree, the tree will be featured in the Moscow Heritage Tree Program Guide, which includes a map of the tree's location, a photograph of the tree, and a description describing why it is a Moscow Heritage Tree.

PROPOSED ACTIONS: Recommend approval of the Moscow Heritage Tree Program and authorize the proposed Resolution, or provide staff further direction.

3. Affordable Housing Grant Program Resolution (ACTION ITEM) - Bill Belknap

During the development of the FY2022 Budget, the City Council appropriated \$30,000 in funding to be utilized to promote the development of affordable housing within the community. City Staff have met with affordable housing developers within the city including the Moscow Affordable Housing Trust and the local Habitat for Humanity Chapter to discuss how the funds could be utilized to leverage grants and donations to support the construction of affordable housing. Staff prepared an outline for a potential affordable housing grant program for nonprofit organizations focused upon the development of affordable housing and included eligible organizations, allowed use of the grant funds, homebuyer qualifications, and ongoing housing affordability requirements that was reviewed by the Administrative Committee on September 13, 2021. The Committee recommended approval of the outline with minor

modifications and provided Staff with direction to prepare a Resolution to adopt and implement the program. Staff has prepared the Resolution for the Council's review and consideration for adoption.

PROPOSED ACTIONS: Recommend approval of the Affordable Housing Grant Program and the proposed Resolution, or provide staff further direction.

4. ARPA Small Business and Nonprofit COVID-19 Assistance Grant Program Proposal (ACTION ITEM) - Bill Belknap / Alisa Anderson

Under the American Rescue Plan Act (ARPA), state and local governments were allocated funding to respond to the economic impacts of the COVID-19 pandemic. The City of Moscow was allocated \$5,528,399 with a wide range of eligible uses including direct response to the pandemic, small business and nonprofit assistance and water, sewer and broadband infrastructure. The City Council conducted a workshop on October 25, 2021 and provided guidance to allocate \$750,000 for a small business and nonprofit assistance program, \$150,000 for affordable housing, \$1,000,000 for stormwater infrastructure and \$3,628,399 for water system infrastructure. Staff has prepared an outline for the small business and nonprofit assistance program for the Committee's review and direction.

PROPOSED ACTIONS: Receive report and provide Staff with direction.

REPORTS

Staff Report (if needed)

ADJOURN

NOTICE: Moscow City Council and committee meetings are televised, videotaped and/or recorded. Individuals attending the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk, at (208) 883-7015 or TDD 883-7019, as soon as possible so that arrangements may be made.

Administrative Committee



Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

**Monday
October 25, 2021**

4:00 PM

**Council Chambers
206 E. Third St.**

The meeting was called to order at 4:00 p.m.

PRESENT: Gina Taruscio, Sandra Kelly, Brandy Sullivan

OTHERS: Mayor Bill Lambert, Council Member Maureen Laflin, Council Member Art Bettge, Jenny Kostroff (1912 Center)

STAFF: Gary Riedner, Bill Belknap, Tyler Palmer, David Schott, Chief James Fry, Amanda Argona, Taylor Riedner

REGULAR AGENDA

1. Approval of Administrative Committee September 13, 2021 Minutes (ACTION ITEM) - Taylor Riedner

The minutes were approved as presented.

2. Lease with Moscow School District for Ghormley Park Tennis Courts (ACTION ITEM) – Gary J. Riedner

The City owns tennis courts at Ghormley Park. The tennis courts had fallen into disrepair and were unsuitable for playing tennis without extensive and expensive repairs. The City Council originally approved the construction of pickleball courts on the tennis court site. However, a more suitable location was identified at the site of the former Ghormley Park swimming pool because of accessibility and parking, and pickleball courts have been constructed there. As part of the pickleball construction project, the contractor bid an alternate for the demolition of the tennis courts, in the amount of \$53,400. That alternate was not selected, and thereafter it was determined that the resurfacing of the tennis courts with asphalt would make the courts safer, and would provide a hard surface for children's recreation. The cost of resurfacing of the tennis courts was \$25,000, and that project was completed this past summer. Moscow School District (MSD) would like to lease the newly resurfaced area for recreation for the students of West Park Elementary School. MSD has proposed to pay one-half of the cost of the resurfacing (\$12,500) in exchange for a ten-year lease of the site. The area would be open for public recreation outside of school hours.

PROPOSED ACTIONS: Recommend approval of the lease of the Ghormley Park Tennis Courts to Moscow School District, or provide staff further direction.

Riedner introduced the item as written above. If the City were to terminate the lease agreement before the agreement expires, the City would reimburse the school district \$1,250 for every short year. After the original ten-year lease, it will revert to a year-to-year lease. The public would also be able to use the surface outside of school hours. The school district would be responsible for the maintenance over the ten-year term. Tennis courts and netting will not be reinstalled at the location but instead will be left as a hard surface. Schott shared that the additional lighting for the pickleball courts has yet been put up but will be soon. The Committee recommended approval and that it be placed on the Council consent agenda.

3. 1912 Center Management Agreement with Heart of the Arts, Inc. (ACTION ITEM) - David Schott

Heart of the Arts, Inc. (HAI) has consistently and satisfactorily operated the 1912 Center in accordance with the terms of the initial agreement for the entirety of the prior fourteen years and desires to enter into a new lease and operations agreement. The City of Moscow desires to continue leasing the 1912 Center

to the Heart of the Arts, Inc. along with having Heart of the Arts, Inc. continue to manage the operations of the 1912 Center. The current lease and operations agreement terminated on September 30, 2021. Idaho Code §50-1407 authorizes the Mayor and City Council to lease City-owned property that is not otherwise needed for city purposes, by resolution. The initial term of the proposed agreement for lease, programs and operations management will commence on October 1, 2021 and shall end on September 30, 2031. Heart of the Arts, Inc. may extend the initial term of the agreement for two (2) consecutive, additional periods of ten (10) years beyond the expiration of the initial term. The first renewal would extend the agreement through September 30, 2041, and a second renewal would extend the agreement through September 30, 2051.

PROPOSED ACTIONS: Recommend approval of the Agreement for Lease, Programs and Operations Management between the City of Moscow and Heart of the Arts, Inc. as operator of the 1912 Center, and authorizing Resolution, or provide staff further direction.

Schott introduced the item as written above and provided facility use background. The initial agreement with HAI was from January 2007 to September 2011 and was renewable for two consecutive five-year terms. The fiscal impact of the agreement includes the City paying HAI \$7,000 per month, which will increase by 2% each term renewal for professional services such as janitorial. The City will also disperse \$45,000 annually for utility expenses, increasing by 1% each renewal period. These payments are not intended to cover all expenditures but assist HAI with operational costs and facility renovation. The HAI monitors energy and operation efficiency within the building and minimizes additional expenses.

Kostroff shared 1912 Center building updates and the improved opportunities for the community. The HAI agrees to let the City host events at no charge within the facility and does not wish to ask for more support funds.

Riedner mentioned the original agreement allowed the City to maintain office space within the building for the Art Department; however, the area is no longer needed. Initially, the HAI used to submit bills to the City for payment. The City determined it easier to contribute a flat amount for the 1912 Center to provide continuity to the City and a base for HAI to budget off of. The City used to be responsible for snow removal, but the HAI now handles that.

The Committee recommended approval and that it be placed on the Council consent agenda.

REPORTS

Moscow Farmers Market Program Graphics Unveiling – Amanda Argona

Argona shared the Farmers Market Commission's and the Community Events Division's effort to update graphics for the market to a cohesive and consistent look. The parties felt it was appropriate with the 50th anniversary coming up and rating top ten in national farmers markets this year. Staff sent out an RFQ to the community and local artist and longtime market vendor Julene Ewert. With the Moscow Farmers Market voted top 10 markets nationally, it is an excellent time to update. The final market is Saturday, October 30th, and individuals can receive free stickers of the new graphics. The goal of the new graphics was to reflect all types of vendors involved with the market. Staff will update signage during the upcoming off-season, and the new graphics will be used for next year's market. With the new graphics, the market may be able to sell merchandise as well.

Staff Report (if needed)

No report.

ADJOURN

The meeting adjourned at 4:27 p.m.

COMMITTEE STAFF REPORT

DATE: Monday, November 8, 2021



RESPONSIBLE STAFF

David Schott, Assistant Parks and Recreation Director

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

N/A

AGENDA ITEM TITLE

Consideration of the Moscow Heritage Tree Program (ACTION ITEM) - David Schott

DESCRIPTION

Moscow is justly proud of its beautiful tree-lined streets, particularly in older historic neighborhoods, and works to create the same quality of urban forest in new areas of the City as they develop. To highlight our City's investment in trees, the Moscow Tree Commission has proposed creating a Moscow Heritage Tree Program to inspire and educate our community about our urban forest.

The Moscow Heritage Tree Program will celebrate the benefits of mature trees by highlighting Moscow's Heritage Trees; connect people to the natural beauty of trees as they grow and mature; showcase examples and varieties of trees that grow well in our local conditions to promote planting the next generation of Heritage Trees; and uplift and celebrate the role trees play in the urban environment.

A Heritage Tree is one that is notable for its large size, age, health or form, or is uncommon in Moscow. It may also be a tree with an interesting story or connection to Moscow's history. Once designated as a Moscow Heritage Tree, the tree will be featured in the Moscow Heritage Tree Program Guide, which includes a map of the tree's location, a photograph of the tree, and a description describing why it is a Moscow Heritage Tree.

To be eligible, trees must be sufficiently visible from the public right of way in order for the public to be respectful of the private property owner's personal privacy and enjoy the tree from the public right of way. Owners of trees included in the Moscow Heritage Tree Program will be required to sign a Property Owner Agreement Form.

STAFF RECOMMENDATION

Recommend approval of the Moscow Heritage Tree Program and authorize the proposed Resolution.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval of the Moscow Heritage Tree Program and authorize the proposed Resolution, or provide staff further direction.

FISCAL IMPACT

FY2022 Parks and Recreation, Parks \$250. Moscow Heritage Tree Program development, education, and outreach materials.

PERSONNEL IMPACT

N/A

ATTACHMENTS

1. Resolution 2021- Heritage Tree Program_final w-nomination form

RESOLUTION NO. 2021 –

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, ADOPTING THE MOSCOW HERITAGE TREE PROGRAM INCLUDED HERewith AND INCORPORATED HEREIN BY THIS REFERENCE; PROVIDING THIS RESOLUTION TO BE EFFECTIVE UPON ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW.

WHEREAS, the City of Moscow has been recognized as a Tree City USA since 1994, receiving the Tree City USA Growth Award for twenty-one (21) of those years; and

WHEREAS, Moscow is justly proud of its beautiful tree-lined streets, particularly in older historic neighborhoods, and works to create the same quality of urban forest in new areas of the city as they develop; and

WHEREAS, to highlight our city's investment in trees, the Moscow Tree Commission has created the Moscow Heritage Tree Program to inspire and educate our community about our urban forest; and

WHEREAS, a Heritage Tree is one that is notable for its large size, age, health or form, or is uncommon in Moscow, it may also be a tree with an interesting story or connection to Moscow's history; and

WHEREAS, a Heritage Tree Program will celebrate the benefits of mature trees by highlighting Moscow's Heritage Trees, connect people to the natural beauty of trees as they grow and mature, showcase examples and varieties of trees that grow well in our local conditions to promote planting the next generation of Heritage Trees, and uplift and celebrate the role trees play in the urban environment; and

WHEREAS, once designated as a Moscow Heritage Tree(s), the tree(s) will be featured in the Moscow Heritage Tree Program Guide, which includes a map of the tree location, a photograph of the tree, and a description describing why it is a Moscow Heritage Tree; and

WHEREAS, the City would like to ensure privacy and property rights protections for property owners in the implementation of this program; and

WHEREAS, the Moscow Tree Commission recommended approval of the Moscow Heritage Tree Program on October 5, 2021;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Moscow as follows:

The attached Moscow Heritage Tree Program is hereby adopted.

PASSED AND APPROVED by the Mayor of the City of Moscow, Idaho, this 15th day of November, 2021.

Bill Lambert, Mayor

CERTIFICATION and ATTESTATION. I hereby certify that the above is a true copy of a Resolution passed at a regular meeting of the City Council, City of Moscow, held on _____, 2021 and attest to the Mayor's signature.

Laurie M. Hopkins, City Clerk

Moscow Heritage Tree Program Guide

INSERT SIGNED RESOLUTION OR POINT TO

Moscow is justly proud of its beautiful tree-lined streets, particularly in older historic neighborhoods, and works to create the same quality of urban forest in new areas of the city as they develop. To highlight our city's investment in trees, the Moscow Tree Commission has created the Moscow Heritage Tree Program to inspire and educate our community about our urban forest.

A Heritage Tree is one that is notable for its large size, age, health or form, or is uncommon in Moscow. It may also be a tree with an interesting story or connection to Moscow's history. To be eligible, trees must be sufficiently visible from the public right of way. The public must be respectful of the private property owner's personal privacy and enjoy the tree from the public right of way. Owners of trees included in the Moscow Heritage Tree Program have signed a Property Owner Agreement Form.

Scan here to go to the Moscow Heritage Tree Webpage



The City of Moscow has been recognized as a Tree City USA since 1994. This national honor is through the National Arbor Day Foundation in recognition of the importance of an urban tree canopy.



MOSCOW TREE COMMISSION



GOALS

Create a Heritage Tree Program to inspire and educate our community about our urban forest.

Celebrate the benefits of mature trees by highlighting Moscow's Heritage Trees.

Connect people to the natural beauty of trees as they grow and mature.

Showcase examples and varieties of trees that grow well in our local conditions to promote planting the next generation of Heritage Trees.

Uplift and celebrate the role trees play in the urban environment.

The Moscow Tree Commission is a seven-member citizen group with the mission, or purpose, to plan, establish and help conduct a comprehensive community forestry program for the City of Moscow. By ensuring safe, healthy trees, the community forestry program will enhance the quality of life for all that live in, work in, and visit the City of Moscow. The Moscow Tree Commission members are:

**ELLIS EIFERT, CHAIR
MARY JO HAMILTON, VICE CHAIR
DAVID RAUK
PAMELA BRUNSFELD
DANIEL CRONAN
ZENA HARTUNG
JEANNE LEFFINGWELL
DAVID SCHOTT, STAFF LIAISON
DONNA HOWARD, ADMINISTRATIVE ASSISTANT**

Special thanks to the Moscow Tree Commission Ad Hoc Committee. Their tireless efforts and commitment to the development of the Moscow Heritage Tree Program is truly special.

**MARY JO HAMILTON
PAMELA BRUNSFELD
ZENA HARTUNG
DAVID SCHOTT, STAFF LIAISON
DONNA HOWARD, ADMINISTRATIVE ASSISTANT**

For inclusion in the Moscow Heritage Tree Program, please submit a Moscow Heritage Tree Program Nomination Form along with the Moscow Heritage Tree Program Property Owner Agreement Form to the City of Moscow Community Forestry Administrator at tree@ci.moscow.id.us or mail to City of Moscow, Attn: Community Forestry Administrator, PO Box 9203, Moscow, ID 83843. Both forms can be found at:

<https://www.ci.moscow.id.us/DocumentCenter/View/22264/Moscow-Heritage-Tree-Program-Guide>

Once received, the City of Moscow Staff Liaison to the Moscow Tree Commission will prepare the nomination and present it to the Moscow Tree Commission for their consideration and approval or denial during a regular Moscow Tree Commission meeting.

Moscow Heritage Trees listed in this updated online guide will remain in perpetuity until the tree is removed with consultation of the City of Moscow Community Forestry Administrator or a change in ownership of the property. In this case, it is the affirmative duty of the private property owner(s) to notify any subsequent property owner(s) that they have opted to participate in the Moscow Heritage Tree Program and to notify the City of any change in ownership. If the new property owner(s) wish to continue the participation, they will be required to sign a new Moscow Heritage Tree Program Property Owner Agreement Form.

Once designated as a Moscow Heritage Tree(s), the tree(s) will be featured in the Moscow Heritage Tree Program Guide, which includes a map of the tree location, a photograph of the tree, and a description describing why it is a Moscow Heritage Tree. The tree will be listed in an on-line version of the Moscow Heritage Tree Program Guide. The property owner will also receive a Certificate of Recognition. The Moscow Heritage Tree designation does not give the public permission to access private property without permission of the property owner.



GINKGO *GINKGO BILOBA*



Located at 1102 Orchard Avenue is a ginkgo tree. Its fan shaped leaves are very unique and wonderful. The ginkgo tree is approximately 17' tall and 12 years old. This tree is healthy and uncommon to the area. Ginkgo trees have tremendous aesthetic qualities for our community.

Ginkgo, also known as maidenhair tree, is considered the oldest tree species on earth and has no closely related relatives. It is known as a "living fossil" as it dates back more than 200 million years, and while once widespread throughout the world, now only a few natural populations in China remain. It was reintroduced to the United States in the mid-1700s and is now commonly planted through much of the United States as an ornamental and street tree.

The fleshy covering of the seed on the female ginkgo tree has a distinctive foul smell; therefore, only male trees should be planted.

According to the 2018 City of Moscow Street Tree Selection Guide developed by the Moscow Tree Commission, the ginkgo makes a great street tree. The height at maturity is 50' with a spread of 30'. The ginkgo is a slow-growing, durable tree for difficult environments. The ginkgo is tolerant to drought. Suitable cultivars of the ginkgo include 'Autumn Gold', 'Golden Colonnade', Magya, 'The President', and 'Princeton Sentry'.





Black Walnut (*Juglans nigra*)

Moscow is justly proud of its beautiful tree-lined streets, particularly in older historic neighborhoods, and works to develop the same quality of urban forest in new areas of the city as they develop. To highlight our city's investment in trees, the Moscow Tree Commission has created the Moscow Heritage Tree Program to inspire and educate our community about our urban forest.

What is a Heritage Tree?

A Heritage Tree is one that is notable for its large size, age, health or form, or is uncommon in Moscow. It may also be a tree with an interesting story or connection to Moscow's history. To be eligible, trees must be sufficiently visible from the public right of way. Moreover, Moscow Heritage Tree nominations shall include a Property Owner Agreement Form.



Peach Leaf Willow
(*Salix amygdaloides*)

What will a designation of a Heritage Tree mean?



Paperbark Maple
(*Acer griseum*)

The Heritage Tree will be featured in the Moscow Heritage Tree Program Guide which will include a map of the tree location, a photograph of the tree, and a description describing why it is a Moscow Heritage Tree. The tree will be listed in an on-line version of the Moscow Heritage Tree Program Guide. The Moscow Heritage Tree designation does not give the public permission to access private property without permission of the property owner.



Linden (*Tilia americana*)





Moscow Heritage Tree Program Property Owner Agreement Form

In exchange for the City's designation of the subject tree as a Moscow Heritage Tree, the Property Owner agrees to protect, maintain and care for the Moscow Heritage Tree located on his or her property.

Property Owner agrees to the following:

- A. A Moscow Heritage Tree or collection of trees is retained by the property owner and does not become the property or responsibility of the City – unless the tree(s) are city owned.
- B. The property owner is responsible for all maintenance and liability issues pertaining to the tree or trees.
- C. Prior to removal of a Heritage Tree, a property owner must notify the City of Moscow Community Forestry Administrator at (208) 883-7098 or tree@ci.moscow.id.us. The City strongly encourages all Moscow Heritage Tree property owners to retain these significant tree(s).
- D. Property owner acknowledges there might be some risk by participating in the Moscow Heritage Tree Program.
- E. Property owner is participating voluntarily in the Moscow Heritage Tree Program. There is no monetary compensation or any type of compensation associated with participating in the Moscow Heritage Tree Program.
- F. Property owner is required to sign this form, including the release of liability holding the City of Moscow harmless from any damage or injury related to participating in the Moscow Heritage Tree Program.
 - a. Property owner hereby agrees to defend and indemnify, release, hold harmless, acquit and forever discharge the City of Moscow and its successors, assigns, agents, servants, employees and insurers of and from all legal and equitable claims, of every kind, action, amount, cause of action, related to or arising out of participating in the Moscow Heritage Tree Program.
- G. It is the affirmative duty, legal obligation that requires some effort to satisfy, of the private property owner(s) to notify any subsequent property owner(s) that they have opted to participate in the Moscow Heritage Tree Program. It is also requested that the property owner(s) notify the City of any change in ownership. If the new property owner(s) wish to continue the participation, they will be asked to sign a new Moscow Heritage Tree Program Property Owner Agreement Form.
- H. Property owner agrees to allow City staff or designee permission to photograph tree for inclusion in the online Moscow Heritage Tree Program Guide, and to utilize the photograph for any City of Moscow purposes at no cost to City.

As owner of the _____ (species) tree now being considered for this distinction, the Property Owner hereby consents to its being designated a Moscow Heritage Tree by the Moscow Tree Commission of Moscow, Idaho.

Tree Location (Address): _____

Property Owner Signed: _____ Date: _____

OFFICE USE ONLY:

Received: _____ Date: _____

Administrator Review and Recommendation: _____ Date: _____

Submit Nomination Form and Property Owner Agreement Form to:

City of Moscow Community Forestry Administrator

PO Box 9203 • Moscow, ID 83843 • Or email to: tree@ci.moscow.id.us • Call (208) 883-7098 for assistance.

Moscow Tree Commission Consideration (Approved) or (Denied): _____ Date: _____
Uploaded to Moscow Heritage Tree Program Guide and Website: _____ Date: _____

SAMPLE

Submit Nomination Form and Property Owner Agreement Form to:
City of Moscow Community Forestry Administrator
PO Box 9203 • Moscow, ID 83843 • Or email to: tree@ci.moscow.id.us • Call (208) 883-7098 for assistance.



Moscow Heritage Tree Program
Nomination Form

Nominator Information

Name: _____

Address: _____

Phone: (Day) _____

(Eve) _____

Email Address _____

(Property owner must agree to nomination)

Name: _____

Address: _____

Phone: (Day) _____

(Eve) _____

Property/Tree Owner Information (For assistance please contact the Community Forestry Administrator)

Location (Street Address): _____

Species of Tree (Common or Botanical Name): _____

Single/Collection of trees (If Collection, How Many Trees): _____

Size: Height (approx.) _____ (feet)

Crown (approx.) measure distance of total spread from one side to other: _____ (feet)

Circumference (distance around trunk at 4.5 feet from ground): _____ (inches)

Age of Tree (If Known/Estimate): _____

Condition (check all that apply and explain any issues on back of page):

☐ Healthy ☐ Diseased ☐ Pruning/Structural problems

List any historical fact about the tree (Documented/Estimated)

What is most noteworthy about the tree/trees that meets the criteria (check all that apply).

☐ Size ☐ Age ☐ Health / Form ☐ Rare Horticultural Value

☐ Aesthetic Qualities ☐ Historical ☐ Uncommon ☐ Other: Please Explain

Explain why you think the tree/trees should be nominated for heritage distinction - use another piece of paper, if necessary. Please include a photograph and a simple tree location map. Property owner agrees to allow City staff or designee with permission to photograph tree for inclusion in the online Moscow Heritage Tree Program Guide.

Submit Nomination Form and Property Owner Agreement Form to:

City of Moscow Community Forestry Administrator

PO Box 9203 • Moscow, ID 83843 • Or email to: tree@ci.moscow.id.us • Call (208) 883-7098 for assistance.

COMMITTEE STAFF REPORT

DATE: Monday, November 8, 2021



RESPONSIBLE STAFF

Bill Belknap, Deputy City Supervisor - Community Planning and Design

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Affordable Housing Grant Program Resolution (ACTION ITEM) - Bill Belknap

DESCRIPTION

During the development of the FY2022 Budget, the City Council appropriated \$30,000 in funding to be utilized to promote the development of affordable housing within the community. City Staff have met with affordable housing developers within the city including the Moscow Affordable Housing Trust and the local Habitat for Humanity Chapter to discuss how the funds could be utilized to leverage grants and donations to support the construction of affordable housing. Staff prepared an outline for a potential affordable housing grant program for nonprofit organizations focused upon the development of affordable housing and included eligible organizations, allowed use of the grant funds, homebuyer qualifications, and ongoing housing affordability requirements that was reviewed by the Administrative Committee on September 13, 2021. The Committee recommended approval of the outline with minor modifications and provided Staff with direction to prepare a Resolution to adopt and implement the program. Staff has prepared the Resolution for the Council's review and consideration for adoption.

STAFF RECOMMENDATION

Recommend approval of the Affordable Housing Grant Program and the proposed Resolution.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval of the Affordable Housing Grant Program and the proposed Resolution, or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Affordable Housing Program Resolution

RESOLUTION NO. 2021 -

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AUTHORIZING AND ESTABLISHING AN AFFORDABLE HOUSING GRANT PROGRAM WITHIN THE CITY; PROVIDING THIS RESOLUTION TO BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

WHEREAS, the health and safety of all citizens of the city of Moscow is the greatest priority and is of the utmost importance to the Mayor and City Council; and

WHEREAS, Idaho Code § 50-302, enables cities to promote the general welfare of its citizens; and

WHEREAS, the cost to rent or purchase housing has become less affordable for millions of people and families across the Pacific Northwest including residents within the City of Moscow; and

WHEREAS, according to Multiple Listing Service and the U.S. Bureau of Labor Statistics data, from 2015 to 2019, the average home sales price increased by more than 25%, while per capita incomes only grew by 10%, and the average home sale price in the City of Moscow increased an additional 12.2% between 2019 to 2020; and

WHEREAS, studies have shown affordable housing encourages social connection, reduces overcrowding, increases adjacent property values, attracts businesses and jobs, and lowers crime rates; and

WHEREAS, it is the policy of the City of Moscow (hereinafter “City”) to encourage equal opportunity in housing for all persons regardless of race, color, religion, gender, national origin, disability, familial status, sexual orientation, or gender identity/expression; and

WHEREAS, The City of Moscow supports the development of affordable housing within Moscow, believes it is a benefit to the Moscow community as a whole and serves an important public purpose and has established an Affordable Homeownership Program to promote and encourage non-profit organizations to collaborate and work cohesively as a community on this issue; and

WHEREAS, the Mayor and City Council have recognized that “Lack of Affordable Housing Creates Economic Disadvantages” as a major challenge area in its Strategic Plan, and has included funding in its adopted Fiscal Year 2022 budget to address the issue; and

WHEREAS, the Council supports this policy and wishes to adopt it by Resolution in order to accomplish the purposes stated herein;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Moscow, Idaho as follows.

1. That the City of Moscow Affordable Homeownership Grant Program attached hereto as Exhibit “A” is adopted;

2. That this Resolution shall become effective as of the 15th day of November, 2021.

PASSED AND APPROVED by the Mayor and the City Council of the City of Moscow, Idaho, this 15th day of November, 2021.

Bill Lambert, Mayor

CERTIFICATION and ATTESTATION. I hereby certify that the above is a true copy of a Resolution passed at a regular meeting of the City Council, City of Moscow, held on _____, 2021 and attest to the Mayor's signature.

Laurie M. Hopkins, City Clerk

Exhibit A

City of Moscow Affordable Homeownership Grant Program

- 1) **Overview:** The cost to rent or purchase housing has become less affordable for millions of people and families across the Pacific Northwest, and Moscow is no exception. From 2015 to 2019, the average home sales price increased by more than 25%, while per capita incomes only grew by 10%, and the average home sale price in the City of Moscow increased an additional 12.2% between 2019 to 2020. Studies have shown affordable housing provides community stability, encourages social connection, increases adjacent property values, attracts businesses and jobs, and lowers crime rates. The City of Moscow supports the development of affordable housing within Moscow and has established an Affordable Homeownership Program to promote and encourage non-profit organizations to collaborate and work cohesively as a community on this issue.
- 1) **Definitions:** For the purpose of the Affordable Homeownership Grant Program, the words and terms used herein are defined as follows:
 - a) Affordable. Where the cost of housing including principal, interest, taxes, private mortgage insurance, land leases payments, homeowner's association dues and utilities do not exceed thirty-five percent (35%) of the buyer's monthly gross income.
 - b) AMI. The Latah County Annual Median Household Income as published by the U.S. Department of Housing and Urban Development.
 - c) Buyer. The individual or family that is the intended purchaser of an affordable housing unit.
 - d) City. The City of Moscow, Idaho.
 - e) Council. The City of Moscow City Council
 - f) Non-Profit Housing Developer. A non-profit organization with a mission that is focused on the creation, renovation, preservation, operation, and maintenance of affordable housing.
 - g) Owner Occupied. A property owner, as reflected in real property records, who makes their legal residence at the property, as evidenced by voter registration or similar means and actually resides at the property for more than six (6) months out of any given year. Owner occupancy may also include a named natural person with an ownership or benefit in a private trust, but shall not extend to corporate trusts.
 - h) Community Land Trust. A trust created to effectuate a real estate ownership arrangement in which the trustee holds legal and equitable title to the property subject to the provisions of a trust agreement setting out the rights of the beneficiaries whose interests in the trust are declared to be personal property.
 - i) Program. The City of Moscow Affordable Homeownership Grant Program.
 - j) Subsidy Retention. A mechanism which is a legally binding restriction upon the future housing unit sale price in accordance with an approved inflationary income index to ensure the housing unit remains affordable in perpetuity.
 - k) Subsidy Recapture. A mechanism which includes a legally binding requirement to collect and return the City's original contribution to the housing unit upon future sale of the said unit.

2) Annual Allocation:

- a) The City Council intends to allocate funding for the Program each fiscal year subject to available funding and the Council's approved budget appropriation. The goal is to allocate Fifty Thousand Dollars (\$50,000) annually to the Program depending upon available funding.
- b) The annual appropriation will be placed within a designated capital fund where it will be retained and accumulated until disbursements are approved in accordance with the Program.

3) Organization Eligibility:

- a) An eligible non-profit housing developer whose primary mission and purpose is the development and provision of affordable housing.
- b) Evidence of successfully completion of affordable housing projects in a City.

4) Grant Application Process

- a) Grant applications will be accepted annually beginning October 1st of each year on a first come first served basis until the annual allocation has been obligated.
- b) The maximum grant award shall be Ten Thousand Dollars (\$10,000) per housing unit, unless otherwise approved by the Council.
- c) Grant awards shall be effective for twenty-four (24) months from the date of approval, unless otherwise specified and approved by the City Council. If closing on the housing unit does not occur prior to the expiration date, the grant award will be null and void, and the allocated funds will be returned to the Affordable Homeownership Grant program budget.

5) Eligible Activities

- a) The development and provision of perpetual affordable homeownership opportunities which may include:
 - i) Construction of new detached single-family homes, attached single-family homes, townhouses and/or condominium units;
 - ii) Acquisition and rehabilitation/renovation of existing detached single-family homes, attached single-family homes, townhouses and/or condominium units;
 - iii) Other uses as may be approved by the City Council.
- b) The development of affordable housing within a community land trust shall be allowed and encouraged.

6) Grant Requirements and Obligations

- a) The buyer's household income shall be eighty percent (80%) or less of the Latah County AMI.
- b) The housing unit must meet one of following affordability measures:
 - i) The home sale price may not exceed what is deemed to be affordable to a family of three (3), based upon seventy percent (70%) of the AMI, as established by the City on an annual basis.

- ii) The annual mortgage payment amount (inclusive of principle, interest, taxes, private mortgage and homeowner's insurance, and utilities) may not exceed 35% of the 70% AMI annual household income based upon the buyer's family size.
- c) All housing units shall be required to be owner occupied.
- d) The non-discrimination in employment and housing practices detailed in Moscow City Code Title 10, Chapter 19, along with all local, state and federal laws shall be followed.
- e) All grant recipients shall provide a legally enforceable means to ensure either subsidy recapture or subsidy retention to guarantee the grant award will be retained to preserve affordability of the housing unit. All proposed retention or recapture obligations shall be in perpetuity and subject to City review and approval.
- f) The subsidy recapture shall be accomplished by the placement of a lien, or other secured property interest, payable to the City of Moscow in the amount equal to the original grant award.
- g) The subsidy retention shall be accomplished with a deed restriction upon the property which limits the future home resale amount to retain affordability, including the obligation to sell the home to a buyer who meets the same conditions and criteria of the original purchaser as specified herein.

7) Grant Disbursement

- a) Unless otherwise specified, grant awards shall be disbursed on a reimbursement basis subject to final verification of sales price and buyer qualification at the time of closing.
- b) The grant award shall be paid within thirty (30) days of receipt of notice of property closing and receipt of all necessary documentation to verify compliance with all conditions of this Program.

COMMITTEE STAFF REPORT

DATE: Monday, November 8, 2021



RESPONSIBLE STAFF

Bill Belknap, Deputy City Supervisor - Community Planning and Design

ADDITIONAL PRESENTER(S)

Alisa Anderson, Grants Manager

OTHER RESOURCES

AGENDA ITEM TITLE

ARPA Small Business and Nonprofit COVID-19 Assistance Grant Program Proposal (ACTION ITEM) - Bill Belknap / Alisa Anderson

DESCRIPTION

Under the American Rescue Plan Act (ARPA), state and local governments were allocated funding to respond to the economic impacts of the COVID-19 pandemic. The City of Moscow was allocated \$5,528,399 with a wide range of eligible uses including direct response to the pandemic, small business and nonprofit assistance and water, sewer and broadband infrastructure. The City Council conducted a workshop on October 25, 2021 and provided guidance to allocate \$750,000 for a small business and nonprofit assistance program, \$150,000 for affordable housing, \$1,000,000 for stormwater infrastructure and \$3,628,399 for water system infrastructure. Staff has prepared an outline for the small business and nonprofit assistance program for the Committee's review and direction.

STAFF RECOMMENDATION

Receive report and provide Staff with direction.

PROPOSED ACTIONS

PROPOSED ACTIONS: Receive report and provide Staff with direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. American Rescue Plan Act Grant Program Proposal Outline

ARPA Small Business and Nonprofit COVID-19 Assistance Grant Program Outline

- **Eligible Entities**
 - Small business (under 200 employees) and nonprofit organizations located within the City of Moscow
 - Entities who have previously been disbarred by any state or federal agency or who are actively involved in a bankruptcy proceeding shall not be eligible
- **Eligible Expenses**
 - Direct costs – Those costs incurred in response to the COVID-19 pandemic (PPE, Computers, Software required due to the COVID-19 pandemic)
 - Operational costs (including rent, supplies, utilities, payroll) where COVID-19 has resulted in a demonstrated revenue reduction and/or operational expense increase which caused a reduction of net income by more than 20% when compared to the preceding 2 years. In order to be eligible for operational cost reimbursement the applicant shall provide the following documentation:
 - Three years of financial statements to demonstrate revenue reduction;
 - Tax returns for last 3 tax years;
 - Personal financial statement;
 - Nonprofit organizations must provide 990 forms for the preceding three years
 - Applicants may not request assistance with expenses/losses that have been previously claimed and reimbursed from prior state or federal assistance programs
- **Eligible Expense Period**
 - 2021 and 2022 Calendar years
- **Application Process**
 - Initial application period of 90 days
 - Applications to be reviewed on first come first served basis
 - Application will be reviewed every two weeks
- **Grant Award Limits**
 - Award limited to \$15,000 unless otherwise approved by the council
 - Awards in excess of \$15,000 may be approved by the City Council for limited social service nonprofit organizations directly involved in the provision of affordable and/or transitional housing and nutritional services
- **Review Committee**

- Three-member Review Committee including the Grants Manager, Finance Director, and a Deputy City Supervisor
 - Review Committee shall review all applications and make a recommendation to the Council
 - Applicants that may be recommended for denial may provide additional supporting information and request reconsideration
- Award Approval
 - City Council will review the Committee's recommendations and approve awards
 - Funds to be disbursed within 30 days of award approval
- Compliance Review
 - All recipients shall file a report upon a form provided by City to document the use of the grant funds in compliance with the program
- Program Administration
 - Program will be administered by the Grants Division with assistance from the Finance Department